PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday January 22, 1:00 pm
Rideau Building, room 229

In Attendance:
Chaired By: Steve Senechal
Co-Chair: Matthew Barrett
Worker Reps: Jesse Bambrick, Andrew Richmond
Management Reps: Gord Meacher
Recorder: Llynwen Osborne
Absent: Barrie Carson, Bill Syroid

ACTION BY:

Unfinished Business

15.02 Eye wash stations installed at water treatment stations in Area 1, 2 and 3. Area 4 stations to be ordered. Saline replacement cartridges are available in Stores. An inspection process and schedule has been created to ensure the stations maintained. Ongoing. M.B.

15.11 The current confined space inventory is out of date and some sites are not signed. Committee is requesting an updated list of confined spaces from EH&S to reflect buildings and spaces that have been added since the original audit (ie. Mitchell, Brant, Smith, etc). Ongoing. S.S

16.02 Fire extinguisher deficiencies were identified during monthly inspections. Deficient fire extinguishers are being replaced in all areas. Area 3 installations are complete. Area 4 is to be addressed next. All extinguishers will be barcoded for future tracking. Ongoing. G.M.

16.10 A committee member raised a concern about a call-in for a fume hood alarm at Ellis Hall where shutdown protocols were not followed by ERC or PPS. A Fume Hood Duct/Damper Maintenance Procedure has been created. Shop meetings to be scheduled to review the new SOP. A draft roof top sign along with supporting documentation was presented to the committee by Director, Environmental Health & Safety and Director, Physical Plant Services [see 19.01]. A policy and procedure for accessing roofs where fumehoods are present will be developed separately. Ongoing. Follow up required. S.S.

18.03 Committee member inquired about the PPS standard operating procedure A.6 Equipment Lockout & Tag Procedures revised and issued in August 2017. Follow up is being requested:
- “Appendix A-Monitoring” to ensure a formal monitoring procedure is implemented.
- A procedure developed for seasonal locks versus personal locks and included in the SOP (ie. Different coloured tags). SOP revised and to be issued to staff. G.M.
18.04 Not all PPS vans are equipped with First Aid kits. The vans with First Aid kits need the kits refreshed. Stickers are available in stores. Newly purchased vans have been equipped with vehicle alarms. Vans should also be equipped with fire extinguishers. Inventory of first aid kits has been completed. Supplier identified to keep kits stocked. M.B

19.01 PPS and EH&S have been working with a third party consultant to complete additional roof top modelling for buildings with fume hood systems. Contractor assessed roof tops provided a draft report. Report is being reviewed. Signs and maps are being developed. Ongoing. S.S.

19.03 A committee member raised the concern that some of the work performed by custodial staff should require that they wear safety shoes/boots (ie. moving furniture, setting up exam tables, etc.). Custodial staff have been advised by management to purchase safety boots. S.S.

19.04 Draft fumehood SOP for Chernoff Hall filter changes was issued to the PPS JH&S committee for review and has been approved. Recommendation made to revise SOP to include all buildings with heat recovery systems. Ongoing. S.S.

19.06 A committee member observed that there is a great deal of custodial equipment being stored in mechanical rooms. Work order to be generated to have mech rooms cleared. Clean up in progress. Investigating changing locks to mech/elec rooms. M.B.

19.09 A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled. Quote received. Sessions to be planned for March. Ongoing. A.R.

19.11 A committee member expressed concern over a contractor, Christmas Steel, not following proper craning practices. The work was stopped twice. Once by the Area 2 Manager and again by the committee member. Incident to be reviewed with the Director, Design & Construction. Ongoing. S.S.

New Business

20.01 Agenda item 16.11 to be reviewed by committee: Concern raised regarding the traffic cones set up to act as a barricade to protect pedestrians from falling snow off of the roofs of Gordon Hall and Douglas Library. Waiting for a final design for the Gordon roof before it can be sent out for a quote. As modifications haven’t been made to the roofs this year a hard barrier has been put in place to protect pedestrians. Ongoing. M.B.

20.02 Gas heating appliances in some of the houses, MacGillvray-Brown, Stauffer Library, need to be checked for working CO alarms/detectors. G.M.

20.03 Agenda item 19.07 to be reviewed by the committee as it is still unresolved. The trades need lift equipment or a truck with a lift to assist with moving heavy machinery (ie. heat pumps).
REGULAR REPORTS

Accident Reports
December 2, 2019, Employee stated he was working in the Penthouse of the Queen’s Centre. When he arrived he found water on the floor around his work area. He mopped it up and started working on a hot chocolate machine. He stepped backwards and slipped in the area he had mopped and fell on the floor hurting his lower back. The pain was consistent from the time of the fall at 1:30 pm until he went home. It was still sore the next morning and the employee sought medical attention.

Joint Health & Safety Committee
- Departmental safety boards have been audited for compliance. Missing items are being replaced.
- The PPS JH&S committee welcomes Andy Alger, Stores (worker representative) and Rob Dusharm, Custodial Services Manager (management representative).

TRAINING

Health & Safety Awareness
Training Link:
Health & Safety Awareness training is available on Moodle. To access Moodle you will need a computing user id. If you do not have one, please contact either your supervisor or Departmental Computing Representative.
To access the course go to http://www.safety.queensu.ca/courses/ong_inst.htm

First Aid & CPR
The next First Aid & CPR course will be:
- January 28 & 29 (Tuesday and Wednesday) - Currently Full
- February 11 & 12 (Tuesday and Wednesday)

WHMIS
The next full WHMIS course dates will be:
- Dates to be offered in the new year.

WHMIS Annual Refresher
Training Link:
http://www.safety.queensu.ca/courses/ong_inst.htm
NOTE: You MUST have completed a full Queen’s WHMIS course after January 1, 2000 to be eligible to complete the annual refresher.

Workplace Inspections
- Area 1 – AEAC, Harrison-LeCaine, Jeffrey Hall, Watson Hall, Rideau, Tindall Parking Garage,
- Area 2 – Walter-Light and Goodwin Hall
- Area 3 – in progress
- Area 4 – Gordon-Brockington and Leonard

REMINDER: Completed workplace inspection reports are to be submitted for central filing.
- Days Free of Lost Time Injuries: 49 days as of January 22, 2020
(Last Lost Time Injury: December 4, 2019)

Next Meeting:
The next safety meeting will be held at 13:00 hrs on Wednesday February 26, 2020 PPS Conference Room, Rideau Building, 2nd floor (Room 229).

Matthew Barrett
Co-Chair

Steve Senechal
Chair

Copies to:
Jesse Bambrick
Steve Senechal
Matthew Barrett
Gord Meacher
William Syroid
Barrie Carson
Andrew Richmond

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Office staff
Area 1, 4, 5 & 8 shops
Area 2 shop
Area 3 shop
Area 4 – West shop

Lock Shop
Grounds shop
Environmental Health & Safety
CHP
Parking